

February Training Announcement

To enroll in these courses, send your request to your supervisor and have your supervisor email it to <mailto:Wanda.Meredith@navy.mil> stating his or her approval. (Supervisory approval must be received for all E-6 and below and GS-9 and below. The email message will be used in lieu of Form DD1556-1.) When enrolling in a class, include your name, SSN, code, and extension.

If you have any questions, please call Ms. Wanda Meredith, ext. 4-4960.

Privacy Act Statement

Authority: The Government Employees Act of 1958 (USC title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

Purpose and Use: Use in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training. It also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs and is included in the Government's Central Personnel Data File.

Disclosure: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

***6 February - Officer Assignment Information System**

To be held in 768 - Goetsch Hall Room S207 from 0800-1100. The Officer Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***7-8 February (2 Days) - Detailer Communications - Skills & Strategies**

To be held in 768 - Goetsch Hall Room N201B from 0800-1600. This course is designed to teach customer service providers the skills and techniques that build upon and enhance the service culture in Naval Personnel Command. Personnel attending this course will gain an understanding of the benefits of a service culture, and the skills to achieve it. With tools from the course, personnel will be equipped to provide to members of the Navy quality customer service.

***7 February - Enlisted Assignment Information System**

To be held in 768 - Goetsch Hall Room S207 from 0800-1500. The Enlisted Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***7 February - Excel 2000 Intermediate**

To be held in 768 - Goetsch Hall Room S209 from 0800-1600. Participants explore worksheet and chart capabilities in Excel 2000, including special toolbars, multiple workbooks, windows, titles, and views. The course includes practice creating and using named data ranges. Participants use formatting features including fonts and styles, and create graphic objects to enhance documents. Participants also use chart tools and the Chart Wizard to create both embedded charts and separate chart documents.

8 February - Managing a Diverse Workforce Workshop

To be held in 768 - Goetsch Hall Room S201F from 0800-1200. This course takes a look at how organizations can work effectively in the present-day, globalize marketplace. This course has been adapted to the unique working environment of the U. S. Navy and it's civilian employees. The course includes definitions, theories and case studies that re-enforce and emphasize the contributions of each individual in an organization. Classroom discussion includes lecture from the instructor, class discussion groups, and case study analysis.

***8 February - Online Distribution Information System**

To be held in 768 - Goetsch Hall Room S207 from 0800-1100. Online Distribution Information System is a database system that allows authorized user the ability to perform variety of large OAIS or EAIS query operations. ODIS users can save (download) a query into a version of Microsoft Office interface, making it easier to share database files with users. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***8 February - Online Distribution Information System**

To be held in 768 - Goetsch Hall Room S207 from 1300-1500. Online Distribution Information System is a database system that allows authorized user the ability to perform variety of large OAIS or EAIS query operations. ODIS users can save (download) a query into a version of Microsoft Office interface, making it easier to share database files with users. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

8, 15, 22 February and 8 March - Presentation Skills Workshop

To be held in 768 - Goetsch Hall Room N201A from 0800-1200. This course is taught in four 1/2-day sessions. It is for anyone who makes presentations. Participants learn the five principles for an effective presentation in a military setting. They also learn to speak effectively; the use of audio-visual aids in presentation; and questions, challenges, and creative use of audience and space.

***8 February - Resumix**

To be held in 768 - Goetsch Hall Room S209 from 0800-1500. Participants learn to properly submit an automated resume for "Federal Civilian" employment. They learn the Resumix format, the proper writing style, and the proper submission requirements. If you are anticipating a career in the federal job market, you should enroll. If you have accessed Resumix before, you must have your password to log in. Please bring a 3 1/2" disk to save your Resume onto.

9 February - Defense Travel System (DTS) Training for AOs and COs

To be held in 768 - Goetsch Hall Room S207 from 0800-1600. This training is for DTS COs and AOs. It is designed to familiarize you with your duties and responsibilities as a Certifying Officer (CO) or Accountable Official (AO) in DTS per Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. This training is based on the current guidance contained in the Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, Chapter 33. Upon completion of the Certifying Officer's Legislation (COL) Training, a DD form 577 will be required prior to your being assigned a permission level within DTS.

***9 February - Outlook 2000 Basic**

To be held in 768 - Goetsch Hall Room S209 from 0800-1600. This course provides the student with hands on, step-by-step procedures in the basic use of Outlook 2000. Participants will start and navigate Outlook; create, edit, and print contacts; send, receive, and print e-mail messages; and schedule, edit and print appointments. Participants will also schedule-reschedule-cancel events, meetings, and track responses; schedule, edit and print tasks; create and view journal entries; and create and view notes. Participants will create and view notes; create, delete, move, copy and rename folders; find, arrange, and delete items; and use Outlook Today.

***10 February - Active Readiness Information System**

To be held in 768 - Goetsch Hall Room S207 from 0800-1000. The Active Readiness Information System provides manning control authorities and EPMAC the ability to obtain current Officer and Enlisted Manpower Information (it also includes the Officer Personnel Information System (OPINS)).

13-14 February (2 Days) - ADA/REHABILITATION ACT MEDIATION

To be held in 768 - Goetsch Hall Room N201B from 0800-1600. This course addresses ADA mediation guidelines, ADA/Rehabilitation Act, employment regulations, reasonable accommodation and undue hardship, and making ADR sessions accessible to people with disabilities. Role play and interactive activities are included. This course is required for Department of Navy mediator recertification.

***13 February - PowerPoint 2000 Basic**

To be held in 768 - Goetsch Hall Room S209 from 0800-1600. This course is for anyone who would like to become proficient in the use of PowerPoint 2000. Participants learn to start PowerPoint and understand the menus, views, toolbars, and dialog boxes; plan a presentation; enter, edit, format and replace text; work in Outline view to create new slides; add titles and subtitles; and copy, move, duplicate, and delete slides in Slider Sorter view. Participants also learn to recognize and understand uses of the Drawing and Picture toolbars; select, move and size objects; insert clip art; create and modify a graph using Microsoft Graph; and finalize and present a slide show.

***14-15 February (2 Days) - Navy Knowledge Online Administrator Training**

To be held in 768 - Goetsch Hall Room S209 from 0800-1600. This course is for personnel who will fill the role as an NKO Community Administrator. The course provides an introduction to NKO from the user perspective, administrative functions/responsibilities, and hands-on step-by-step procedures utilizing NKO administrative tools. The training is designed to provide the Community Administrator with the tools and skills required to create their own community portal pages, gears, groups, and knowledge centers, as well as the interaction of all these administrative functions.

15 February - Annual EO Refresher

To be held in 768 - Goetsch Hall Room N201A from 0800-1000. This annual training is for all personnel. This course covers military and civilian annual Equal Employment Opportunity training requirements. Our goal is to review and reinforce the Navy's Core Values by ensuring members recognize when Navy Core Values are being compromised and what to do when it happens.

15-16 February (2 Days) - Customer Service - Skills & Strategies

To be held in 768 - Goetsch Hall Room N201B from 0800-1600. This customer service course is designed to teach customer service providers the skills and techniques that build upon and enhance the service culture in Naval Personnel Command. Participants gain an understanding of the benefits of a service culture and the skills to achieve it. With tools from this course, participants are equipped to provide a model for customer service relationships, how to reduce stress and create positive outcomes.

***16-17 February (2 Days) - Access 2000 Basic**

To be held in 768 - Goetsch Hall Room S209 from 0800-1600. Participants explore designing tables, working with records, creating and running queries, and designing and printing labels and reports.

21-24 February (4 Days) - Essentials of Supervision

To be held in 768 - Goetsch Hall Room N201B from 0800-1600. This course is intended for any newly appointed or designated civilian or military who supervises civilian employees. Supervisors are the primary link between management and the workforce, and the key to employee productivity. The quality of supervision exercised in an organization will largely determine the success or failure of that organization's mission and goals. New supervisors must receive the training they need in basic supervisory skills if they are to lead, motivate, and control their assigned staff.

*** 21 February - Officer Assignment Information System**

To be held in 768 - Goetsch Hall Room S209 from 0800-1100. The Officer Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***21 February - Word 2000 Intermediate**

To be held in 768 - Goetsch Hall Room S207 from 0800-1600. This course is for everyone who would like to become proficient in Word 2000. Participants explore using styles and templates, creating headers and footers, creating tables, performing calculations in tables, and importing Excel worksheets into a Word document.

***22 February - Enlisted Assignment Information System**

To be held in 768 - Goetsch Hall Room S209 from 0800-1500. The Enlisted Assignment Information System is a system that assists the detailers in retrieving information needed to place the right person in the right job at the right time. The class will enable users to unlock the power of the organization's data. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

22-24 February (3 Days) - Tier III Mediator Training

To be held in 768 - Goetsch Hall Room S201F from 0800-1600. Designed to evaluate and rate the ability of the Mediator-Trainees to demonstrate the requisite skills to mediate workplace disputes. In small groups, Mediator-Trainees is videotaped while role-playing as mediators. Mediator-Trainees then critiques their videos noting strengths and opportunities for improvement. On the final day of the course, Mediator-Trainees participate in a mock mediation and are evaluated in issue identification, communication skills, and mediation techniques. The Mediator-Trainees are evaluated and rated on a scale of A to C, indicating either readiness to proceed with Co-Mediations, a need for further study or placement on a waiting list.

***23 February - Online Distribution Information System**

To be held in 768 - Goetsch Hall Room S209 from 0800-1100. Online Distribution Information System is a database system that allows authorized user the ability to perform variety of large OAIS or EAIS query operations. ODIS users can save (download) a query into a version of Microsoft Office interface, making it easier to share database files with users. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***23 February - Online Distribution Information System**

To be held in 768 - Goetsch Hall Room S209 from 1300-1500. Online Distribution Information System is a database system that allows authorized user the ability to perform variety of large OAIS or EAIS query operations. ODIS users can save (download) a query into a version of Microsoft Office interface, making it easier to share database files with users. To enroll in this course, please email IT1 Tracy Guerin at <mailto:Tracy.Guerin@navy.mil> or call 874-3248.

***24 February - Active Readiness Information System**

To be held in 768 - Goetsch Hall Room S207 from 0800-1000. The Active Readiness Information System provides manning control authorities and EPMAC the ability to obtain current Officer and Enlisted Manpower Information (it also includes the Officer Personnel Information System (OPINS)).

27 February - ADR Stakeholder Training for Managers

To be held in 768 - Goetsch Hall Room N201A from 0800-1100. Department of the Navy Human Resources Service Center, Southeast provides this brief course designed to provide managers with the basics on how they can be more effective in handling conflict in their workplace. Participants learn tools for resolving conflict directly with employees, when and how to involve a neutral third party such as a mediator, and then how to participate effectively in an ADR process such as mediation.

27 February - ADR Stakeholder Training for Managers

To be held in 768 - Goetsch Hall Room N201A from 1200-1500. Department of the Navy Human Resources Service Center, Southeast provides this brief course designed to provide managers with the basics on how they can be more effective in handling conflict in their workplace. Participants learn tools for resolving conflict directly with employees, when and how to involve a neutral third party such as a mediator, and then how to participate effectively in an ADR process such as mediation.

27-3 February (5 Days) - First Line Leadership Development Program

To be held in 768 - Goetsch Hall Room S201E from 0800-1600. (NOTE: This course replaces the E-5 Leadership Training Continuum (LTC) course.) The FLLDP is offered via the Mobil Training Team as part of the Naval Leadership Development Program. Sailors, E3-E5, who will be assigned their first leadership position within the chain of command and responsible for the growth, development, and daily direction of subordinates (e.g., positions such as work center supervisor, flight line leader, crew leader, etc.) must attend this course. Previous completion of the E-5 LTC satisfies leadership development requirements for FLLDP position assignments. REQUIRED E-LEARNING LESSONS CAN BE ACCESSED BY GOING TO NAVY E-LEARNING.

27-1 February (3 Days) - Professional Selling Skills

To be held in 768 - Goetsch Hall Room N201B from 0800-1600. This seminar teaches customer service providers a process for conducting contact calls and the critical face to face skills needed to help customers make informed decisions. This program emphasizes the importance of focusing on customer needs, facilitating an open exchange of information, and ensuring mutual understanding and agreement. At the conclusion of this course you will be able to:

- Recognize your customers needs.
- Identify when to open a call to conduct business.
- Position your opening statement.
- Identify when and how to probe and to build a clear, complete, mutual understanding of a customer's needs.
- Learn to develop the skill to use to provide information about your products and organization.
- Learn to close in reaching agreement with the customer on the appropriate next steps, if any, for moving a mutually beneficial decision forward.
- Learn to overcome customer indifference and resolve customer concerns.

Prerequisite for this course is Detailer Communication Skills and Strategies or Customer Service Skills and Strategies.

28 February - Communication Skills, Part I

To be held in 768 - Goetsch Hall Room N201A from 0800-1600. Anyone who is responsible for communicating with others inside or outside of the organization should attend this course. Participants will learn communication strategies and techniques that will enable them to:

- Double the amount of information received by using active listening skills
- Communicate assertively and confidently, without coming off as overly aggressive
- Work effectively with people whose personalities and communication styles differ from their own
- Diplomatically handle tough situations by knowing exactly "what to say when"

This is a required course for the Professional Administrative Assistant Certificate

***These classes are limited to NPC personnel only.**